

# Universal Waste Inspection Checklist



Employee's Name: \_\_\_\_\_ Date : \_\_\_\_\_

Department: \_\_\_\_\_ Location: \_\_\_\_\_

**Weekly inspections are required for each universal waste storage location. For any "NO" answers, list the observation number, describe the problem, and list the corrective action(s) taken in the space provided below. At the end of each month, submit the inspection checklists to Safety and Environmental Management.**

	Observation	Yes	No	N/A
1	Was the storage area locked when you arrived?			
2	Is the Universal Waste Storage Area labelled with a sign stating "Universal Waste Storage Area"?			
3	Are all Universal Waste items stored in a container (i.e. box, bucket, etc...)?			
4	Are all containers stored indoors in a dry location, away from contact with water?			
5	Are all containers of Universal Waste kept closed?			
6	Are all containers in good condition and intact? (i.e. No signs of damage, leakage or spillage?)			
7	Are the containers compatible and the correct size for the contents?			
8	Are all containers stacked less than 5 feet high?			
9	Are all waste containers labelled?			
10	Is each container labeled appropriately for the contents within (i.e. Waste Lamps, Waste PCB Ballast, etc...)?			
11	Is each container marked with an accumulation start date?			
12	Have all full containers been dated with the date they became full?			
13	Are all full containers of Universal Waste closed and thoroughly sealed?			
14	Do you have access to each container, allowing you to see labels and dates?			
15	Are all containers that have incidental breakage sealed and labelled with a full date?			
16	Are all containers picked-up within 365 days of the accumulation start date or 90 days of the full date?			
17	Have the type and quantities of Universal Waste currently present in your Universal Waste Storage Area been recorded on the U-waste inventory form?			

Issue That Was Observed	Action Taken